

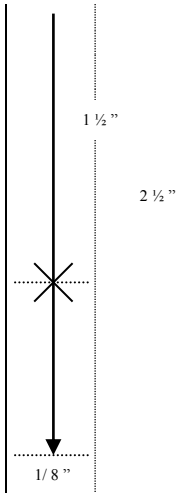
Recording Requested By

AND WHEN RECORDED MAIL TO

Name  
Street  
Address  
City  
State  
ZIP

[Form fields for Name, Street Address, City, State, ZIP]

[Form fields for Name, Street Address, City, State, ZIP]



Space Above This Line For Recorder's Use Only

### NOTICE OF LAW ESTABLISHING FORMAT OF PRINTED FORMS INTENDED FOR RECORDATION

Section 27361.6 of the Government Code provides the following:

"On all printed forms primarily intended to be used for recordation purposes there shall be a one-half-inch margin on the two vertical sides except in the space reserved for recording information. The top two and one-half (2<sup>1/2</sup>) inches of the first page shall be reserved for recording information. The left-hand three and one-half (3<sup>1/2</sup>) inches of such space is intended for use by the public to show the person requesting recordation and to whom the document should be returned. All instruments, papers, or notices presented for recordation should be on a quality of paper that will reproduce legibly by photographic or microphotographic processes."

The right-hand 5 inches of space reserved is used by the Recorder to centralize recording information such as document number, book and page number, fee and recording stamp.

The Standard heading on printed forms speeds processing by all agencies and produces a clearer public record. The 1/2-inch margin on the vertical sides provides space for recorder's memos, if necessary.

Printers are requested to:

1. Use the exact scale and location of wording as shown at the top of this page. This permits the document to be returned to the desired address in a window envelope.
2. Maintain 1/2-inch margins on the vertical sides and below the top 2 1/2 inches. Begin the title and text of the printed form below the top 2 1/2 inches and continue to the bottom of the page and on as many additional full pages as needed.
3. Make the printed form exactly 11 inches long and 8 1/2 inches wide to permit the use of folding and inserting machinery in returning the document.

Whenever the legal description (and special recitals if any) is too long for space available, use separate 8 1/2 x 11 sheet and attach to the first page.

Kindly contact this office should there be questions concerning the preparation or use of a printed form intended for recordation. Phone: (510) 272-6362.

MELISSA WILK, CLERK-RECORDER  
COUNTY OF ALAMEDA  
1106 Madison Street, 1st Floor  
Oakland, CA 94607

1/2"



1/2"

